Stockton Heath Parish Council

Climate Emergency Working Group

Terms of Reference

These terms are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were adopted by the full parish council at its meeting on 13 June 2023 (23/029.6)

These Terms of Reference will be reviewed annually.

1. Objective

Stockton Heath Parish Council's Climate Emergency Working Group is constituted to consider and to recommend action to the Parish Council on ideas, projects, events and policies related to Climate Change.

2. Membership

2.1 The Climate Emergency Working Group shall comprise ~~of~~ Parish Council members and may also include such outside experts and members of the public as the Group sees fit to invite. Appointments of councillors to the Group shall be made at the Annual Meeting of the Parish Council held in May, or at such other times as the Group sees fit. Invitations to members of the public or outside experts shall be as the Group sees fit.

2.2 The quorum of the Climate Emergency Working Group shall be three (councillor or non-councillor).

3. Lead Person

The Lead Person of the Working Group shall be determined annually by the Group at a meeting of the Group and, should the Lead Person be unavailable to attend a meeting, another member may take the Lead for that meeting.

4. Conduct of Meetings

4.1 All meetings of the Working Group will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.

4.2 The group may meet physically, through an online platform or communicate by email, as often as is necessary in the pursuance of the objectives. No notice of the meeting is required to be given to the public ; however, the Group may advertise their meeting times publicly if desired .

5. Responsibilities and areas of operation

5.1 The Group is constituted to research and bring forward recommendations to the full council on matters relating to ideas, projects and policies which may aid in reducing the parish council's carbon footprint.

5.2 The Group may research and bring forward recommendations to the full council on matters relating to ideas, projects and events which the parish council might utilise to facilitate the reduction of the impact of climate change on residents, businesses and visitors to Stockton Heath Parish.

6. Documentation

Whilst agendas and minutes are not necessary to conduct the business of the Group, notes should be made of any recommendations for full council to consider, should be forwarded to the clerk for inclusion in full council agendas and for circulation to members of the Parish Council.

7. Responses

The Clerk should receive copies of all relevant correspondence to ensure continuity and transparency.

8. Review

These terms of reference to be reviewed annually.